



MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT
ORGANIZATIONS (CHDOs)
FISCAL YEAR 2015-2016

APPLICATION PACKET

- ☐ Information Packet
- ☐ CHDO Certification
- ☐ CHDO Application

Submittal Deadline:
Friday, January 19, 2015 – 5:00 p.m.

Maricopa County Human Services Department
Community Development Division
234 North Central, Third Floor
Phoenix, AZ 85004
Phone: (602) 506-5911
FAX: (602) 372-2292
TDD: (602) 506-4802

Office Hours: Monday through Friday 8:00 a.m. – 5:00 p.m.



NOTICE

MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
FY 2015-2016

Grant Application Submission Requirements

Submit	Maricopa County Human Services Department Community Development Division
Applications To:	234 North Central, Third Floor Phoenix, AZ 85004 Phone: (602) 506-5911 TDD: (602) 506-4802
Application Deadline:	Monday, January 19, 2015 – 5:00 p.m.
Resolution of Support Deadline:	Thursday, February 19, 2015– 9:30 a.m.
Application Requirements:	Provide the following documentation: <ul style="list-style-type: none">• one (1) original of the CHDO Certification• one (1) original and five (5) copies of the funding application. <i>The provided application format <u>must be used</u>. Do <u>NOT</u> reformat or bind.</i>• one (1) original of all required attachments• one (1) original of the resolution of support and commitment (<i>may require City/Town Council action</i>)• one (1) original of the market study certification signed by the City / Town

FAXED copies are not acceptable.

The application must be complete in all aspects to be considered for funding. All supporting documentation, including support from match sources, must be included. For activities to be located in the City/Town of Avondale, Chandler, Gilbert, Glendale, Peoria, Scottsdale, Surprise or Tempe, **the resolution of support and commitment may require City/Town Council action. Therefore, early efforts must be undertaken to schedule and complete this action.** For activities in all other Consortium areas (Urban County), see related instructions. Faxed copies are not acceptable. Final Consortium approval is contingent upon timely receipt of this resolution.

***PLEASE CHECK YOUR APPLICATION CAREFULLY AS INCOMPLETE APPLICATIONS
WILL NOT BE CONSIDERED.***

MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
FISCAL YEAR 2015-2016
APPLICATION SCHEDULE

<u>APPLICATIONS:</u> Available for distribution	December 19, 2014
<u>DEADLINE FOR APPLICATION SUBMITTAL:</u> 234 North Central Avenue, 3rd Floor Phoenix, AZ 85004	January 19, 2015 5:00 P.M.
<u>CHDO PRESENTATIONS:</u> <u>PUBLIC HEARING #1:</u> 234 North Central Avenue, Floor 1A, Classroom 2 Phoenix, AZ 85004	February 19, 2015 9:30 A.M.
<u>RESOLUTIONS AND MARKET STUDY</u> <u>CERTIFICATIONS DUE TO MARICOPA COUNTY:</u> 234 North Central Avenue, 3 rd Floor Phoenix, AZ 85004	February 19, 2015 9:30 A.M.
<u>CONSORTIUM MEETING:</u> Consortium makes CHDO funding recommendations	March 19, 2015 9:30 A.M.
<u>PUBLIC HEARING #2:</u> 234 North Central Avenue, Floor 1A, Classroom 2, Phoenix, AZ 85004. Solicit input on Annual Action Plan	March 19, 2015 9:30 A.M.
<u>BOARD OF SUPERVISORS:</u> Approval of Annual Action Plan including CHDO activity selection and final allocations	April 22, 2015
<u>ANNUAL ACTION PLAN:</u> Submission of Plan to HUD	May 15, 2015
<u>BEGIN PROGRAM YEAR:</u> Earliest possible date for funds release contingent upon congressional release of funds and the HUD grant agreement	July 1, 2015

NOTE: Applicants will be notified of the status of their applications at appropriate intervals.
All eligible applicants are encouraged to present their activities at the public hearing.

*The Maricopa HOME Consortium reserves the right to amend this schedule.
Applicants will be advised of any changes.*



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**MARICOPA HOME CONSORTIUM
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FY 2015-2016**

FUNDING AVAILABLE

Approximately \$450,000 is expected to be available to fund CHDO activities. **A 25% nonfederal match is required for all activities.**

SUMMARY OF REQUIREMENTS

Nonprofit organizations that qualify as Consortium CHDOs may be eligible to apply for FY 2015-2016 funding. Proposed activities must benefit the residents of a jurisdiction or target area in Maricopa County outside the boundaries of the Cities of Phoenix and Mesa. Applications must address a priority need/goal of that jurisdiction or service area as identified in the Five-Year Consolidated Plan (CP) for FY 2010-2014. The CP can be obtained by calling (602) 506-5911. Applications may be requested by contacting Maricopa County Human Services Department, Community Development Division, Lead Agency of the Consortium, at (602) 506-5911. The provided application format must be used. Do NOT reformat.

BACKGROUND

In 1990, Congress passed the Cranston-Gonzalez National Affordable Housing Act. Under Title II of this Act, the HOME Investment Partnerships Program (HOME) CFDA #14.258 was established. In order to promote the involvement of nonprofit organizations to increase the supply of affordable housing, the HOME regulations mandate that 15% of Consortium HOME funding be set aside for use by nonprofit organizations that qualify as CHDOs. CHDO funds may be used to provide incentives to develop and support affordable rental housing and homeownership affordability through activities such as acquisition, construction, reconstruction, rehabilitation, and/or various subsidies.

COMPLIANCE WITH FIVE-YEAR CONSOLIDATED PLAN (CP)

Each proposed activity must address a high or low priority goal of each City/Town or unincorporated area in the identified service area (cannot be the entire County). A formal resolution will also be required certifying specific compliance with the CP and detailing specific administrative responsibilities of the jurisdiction in which the activity will be located.

PERFORMANCE MEASUREMENT SYSTEM

The U. S. Department of Housing and Urban Development performance measurement system is intended to capture the purpose of each activity and to generate certain performance indicators that measure the activity's success at achieving the intended purposes. Critical components of the mandated system are: objectives, outcomes, and indicators.

- Objectives are based on the broad statutory purpose of the HOME program. For all HOME activities, the performance objective used will be "providing decent housing".
- Outcomes help further refine the objective and are designed to capture the nature of the change or the expected result of the objective that a CHDO should seek to achieve. The three objectives designated for the HOME program are availability/accessibility,

affordability, and sustainability. Choose the appropriate outcome measure for the HOME activity based on the activity description.

- Indicators are the means by which progress is measured toward meeting the intended results of the activity. Indicators are prescribed in the Integrated Disbursement and Information System (IDIS), and will differ depending on the specific activity.
 - Inputs/Resources - include funding, staff, volunteers, participants or beneficiaries, partnering organizations, etc.
 - Activities - New construction only; acquisition and rehabilitation; and acquisition and new construction.).
 - Participation - indicate the estimated number of beneficiaries or participants expected to be served by the activity.
 - Outcomes - identify one or two improvements for the community for each activity. Outcome statements should relate to the outcome type checked in Section A (Availability/accessibility; Affordability, Sustainability).
 - Objectives – include the objective checked in section A (Suitable Living Environment, Decent Housing, Economic Opportunities)

Successful CHDO applicants will be expected to meet HUD's performance measures requirements in accordance with the Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs and Performance Management Guidebook.

FUNDING DECISIONS

The following summarizes the sequence of events that occur during the funding process. Refer to the schedule in the application for specific dates, times and locations.

- Applicants must be certified as a CHDO each year. Maricopa County staff will review the CHDO documentation submitted with this application for eligibility. Upon certification as a CHDO, this application will be reviewed for completeness and eligibility.
- Completed applications will then be forwarded to the Consortium's CHDO review committee for in-depth review. Although missing documents cannot be submitted after the application due date, the Consortium reserves the right to request minor clarifications and corrections to applications during this review process. CHDOs will be notified as to the status of their application before the first public hearing.
- The Consortium will hold a public hearing on Thursday, February 19, 2015, at 9:30 a.m. at 234 North Central Avenue, Floor 1A, Classroom 1, Phoenix, Arizona, to solicit input into housing and homeless needs for Year 1 of the CP. Presentations on the proposed CHDO activities will be heard by the Consortium at this time. Applicants will have an opportunity to briefly describe their applications and how their proposed activity relates to current CP priorities. Applicants may be asked to respond to questions from Consortium members. February 19, 2015 is also the deadline for submission of Resolutions and Market Study Certifications from the jurisdiction proposed for service.

- The CHDO review committee will rank all applications according to a feasibility analysis. The review committee will make recommendations to the Consortium at the regularly scheduled meeting on March 19, 2015. The Consortium's recommendations will be based upon the guiding principles (see Funding Recommendations section of this packet), the feasibility analysis scores, and information presented at the public hearing. Final funding recommendations will be made by the Consortium on March 19, 2015 and will then be forwarded to the Board of Supervisors for final approval in April. Note that final award amounts are contingent on complete underwriting analysis.

NON-CHDO HOME APPLICATIONS

Note that this application process is only for the Maricopa HOME Consortium CHDO funding. Applications for other HOME funding should be made directly to the Consortium member (municipalities of Avondale, Chandler, Gilbert, Glendale, Peoria, Scottsdale, Surprise, Tempe, or Maricopa County) depending upon where the assisted activity is to be located. Note that all nonprofit organizational structures, activity histories, grant allocations, and HUD monitoring results are shared with local governments.

If there are any questions, **contact Maricopa County Human Services Community Development at (602) 506-5911.**

**MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
GRANT CONDITIONS**

- A. The Maricopa County Board of Supervisors will make all approvals and commitments for funding under this program. Such funding will be subject to the execution of contracts under which the selected CHDOs will accept all grant mandated pass-through obligations. These obligations include, but are not limited to, equal opportunity, Davis-Bacon, Federal Funding Accountability & Transparency Act (FFATA), lead-based paint hazards, accounting, procurement, performance reporting and all other applicable federal and County requirements and regulations required in the management of the HOME Investment Partnerships Program (24 CFR Part 92).
- B. All funding commitments are conditioned on the activities obtaining environmental clearance before any funds are committed; including prior environmental clearance of every activity site by address. The environmental review will be performed by the Consortium jurisdiction in which the activity is located (Contract Administrator). If an activity's address changes, or if a property is added to a funded program after the environmental clearance is completed, it is the responsibility of the CHDO to notify the Contract Administrator.. In addition, the CHDO is to refrain from making any expenditure on that site until a new environmental clearance has been completed. Failure to meet these conditions will mean that requested funds would not be disbursed for any expenditure on that property.
- C. The enabling legislation for the HOME program establishes a 25% match requirement for any activity funded under this program. To be considered eligible as match, a contribution must be made from nonfederal sources and must be a permanent contribution to a HOME activity or to HOME match-eligible housing. The CHDO will be responsible for identifying and documenting the source of funds and the amount of matching funds available to the activity for which HOME funds are being requested. **A firm commitment from each match provider listing the amount of match, form of match, and specific source must be attached to the application. Applications with commitments to be secured or identified at a later date will not be accepted.** The CHDO will provide the required match each time a draw is requested for a funded activity. Eligible forms of match are:
- (1) Cash
 - (2) Foregone taxes, fees or other charges
 - (3) Donated land or other real property
 - (4) On-site and off-site infrastructure
 - (5) Proceeds from affordable housing bonds
 - (6) Donated site preparation and construction materials
 - (7) Donated use of site preparation and construction equipment
 - (8) Donated or voluntary labor and professional services
 - (9) Homeowner sweat equity
 - (10) Supportive services
 - (11) Homebuyer counseling services

- D. HUD has statutory encumbrance and expenditure deadlines. In an effort to ensure timely implementation of these activities, the Consortium requires that CHDO funds must be encumbered when 13 months have elapsed from the beginning of the program year (July 1). If a CHDO does not meet the 13-month encumbrance date, the entire balance may be reallocated by the Consortium. In addition, the Consortium has a two-year expenditure deadline.. The Consortium will recapture any CHDO funds not expended and drawn down by June 30, 2017.
- E. **All CHDO agreements will be with Maricopa County but will be administered by the Consortium jurisdiction (administrator) in which the activity is located.** (i.e., if the activity is located in Tempe, the City of Tempe will administer the activity including approval of reimbursements and monitoring for compliance.)
- F. Low/moderate income persons must occupy 100% of units that are assisted with HOME funds. Each applicant will have to describe how it will limit participation in the funded program to households that meet the income eligibility requirement. 100% of all HOME-assisted rental units will benefit persons with income of less than 60% of the median income. At least 20% of all units in multi-family activities of 5 units or more must benefit persons with income less than 50% of the median income.
- G. Financing an activity with HOME funds is a long-term commitment. All activities funded commit the applicant to a long-term responsibility of some type. Housing activities have an extensive period of affordability enforceable by liens on the property and may also require long-term monitoring for lead-based hazards and eligibility of participants..
- H. **CHDO Activities in City/Town of Avondale, Chandler, Gilbert, Glendale, Peoria, Scottsdale, Surprise, or Tempe - Resolution of Certification of Compliance with the Consolidated Plan and Administrative Commitment:** The Consortium requires member municipalities to administer HOME activities in their respective jurisdictions, including being the beneficiary listed in the Deed of Trust. Any application for housing assistance funding that requires the unit of government to be a co-applicant for the funds, or names a local jurisdiction as the administrator of federal funds, shall not be deemed to be consistent with the Consolidated Plan **unless the activity has a formal resolution certifying specific compliance with the Consolidated Plan and administrative commitment for contract administration adopted by the governmental jurisdiction in which the assisted activity is to be located.** (Sample resolution attached).
- I. **CHDO Activities in City/Town of Avondale, Chandler, Gilbert, Glendale, Peoria, Scottsdale, Surprise, Tempe, or Maricopa Urban County – Market Study Certification.** Federal regulations require that there is a documented adequate need for the HOME project. The CHDO is required to submit an examination of the neighborhood market conditions. *To be provided in conjunction with the Market Demand Study is a Market Study Certification signed by the City/Town in which the assisted activity is to be located.* Maricopa County will supply the certification if the community is unincorporated. (Market Study Certification form is attached.)
- J. **CHDO Activities in Urban County** - Applicants applying for CHDO activities in the Urban County must contact the community the project will serve to obtain an urban county city/town Certification of Consistency with the Consolidated Plan.. Maricopa County will supply the certification if the community is unincorporated. This certification must be submitted with all applications. (Sample certification form attached.)

- K. Successful CHDO applicants will be expected to meet HUD's performance measures requirements in accordance with the Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs and new Performance Management Guidebook.
- L. Arizona Employer Sanctions Act requirements for participation in the E-verify program will apply to these grants.

**MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
FUNDING RECOMMENDATIONS**

The Consortium will consider the following criteria when making funding recommendations to the Maricopa County Board of Supervisors:

- an application's feasibility analysis score (see below)
- the current needs and priorities addressed by the application
- the geographic distribution of previous CHDO funding
- the guiding principles (see page 12)

CHDO Application Feasibility Analysis

It is anticipated that there will be more applications that meet the threshold requirements than there will be funding available for activities. This feasibility analysis will be used along with the guiding principles to evaluate applications that meet the CHDO certification requirements.

Are all impediments that might hinder implementation or activity completion identified and addressed? Consider if zoning, site control, relocation, and other issues are resolved. (Maximum 20 points)	
Is the proposal cost effective and does it have significant leveraged funds? Is the cost per household assisted suitable for this type of activity? Can the activity remain affordable for the required period? (Maximum 20 points)	
Is the proposed implementation schedule reasonable? Consider the type of activity being undertaken and the indicated timetable. (Maximum 20 points)	
Does the budget appear reasonable for activity completion? Evaluate the activity scope with other known activities of similar size. Evaluate the viability of other funding sources. (Maximum 20 points)	
Does the applicant appear to have the capacity and experience to carry out the activity as described? Evaluate staffing, organization and past performance. (Maximum 20 points)	
TOTAL SCORE	

Guiding Principles

The guiding principles for use of CHDO Funds are as follows:

- Serve a new or previously underserved clientele
- Distribute funds as seed or gap financing money and not as an ongoing entitlement
- Distribute funds equitably throughout the Consortium's geographic areas
- Consider the recipients' current urgency of need
- Provide a unique service or activity
- Address the current needs and priorities as determined by the Consortium members
- Efforts to partner with the community it proposes to serve with this application



MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT
ORGANIZATIONS (CHDOs)
FISCAL YEAR 2015-2016
CHDO CERTIFICATION CRITERIA

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**MARICOPA HOME CONSORTIUM
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CHDO CERTIFICATION CRITERIA CHECKLIST**

The following documents must be attached to the CHDO Certification Checklist. Failure to do so makes the application incomplete and ineligible. Please indicate by "X" which attachments are being submitted with your application.

- ☐ CHDO Certification Criteria (CHDO Checklist) -- *one original only*
- ☐ Required Attachments -- *one original only*
- ☐ Organization Charter
- ☐ Documentation of non-profit status in Articles of Incorporation and IRS correspondence
- ☐ Bylaws or Resolution of Purpose (as applicable)
- ☐ Certification of Good Standing from Corporation Commission
- ☐ A dated 501 (c)(3) or (c)(4) Certificate from IRS—if neither is available see 24 CFR 92.2 Definition of Community Housing Development Organization
- ☐ Most Recent Single Audit Reports or Audited Financial Statements as applicable
- ☐ List of Board Directors
- ☐ Organizational Chart
- ☐ Performance Documentation --resumes of the Executive Director and key staff and including previous HOME Program experience descriptions. If the CHDO is in its first year of operation, include the qualifications and experience of the consultant being used to train staff.
- ☐ Statement of Operating Procedure (if applicable)
- ☐ Memorandum of Understanding (if applicable)
- ☐ Board Resolutions (if applicable)

**MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
CHDO CERTIFICATION CRITERIA**

THRESHOLD CRITERIA

A CHDO is defined in 24 CFR Part 92, Section 92.2. It is required by HUD that CHDOs be re-certified each time they apply for CHDO funds. CHDO certifications are completed only during the annual funding cycle.. In order to qualify for CHDO funding under the CHDO 15% set aside allocation, the applicant must meet the following threshold criteria. **If any of these criteria are not met, then the funding request cannot be accepted and the application for funding will not be processed any further.** Attached to this checklist is a list of documents that must be submitted before an organization may be certified as a CHDO. Please attach the required documents; only ONE copy of documents need be submitted.

CHDO CHECKLIST

I. LEGAL STATUS

- A. The nonprofit organization is organized under State or local laws, as evidenced by:
 - ☐ a Charter, OR
 - ☐ Articles of Incorporation, AND
 - ☐ Current Certificate of Good Standing from the Corporation Commission
- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
 - ☐ Charter, OR
 - ☐ Articles of Incorporation
- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) (3) or (4) of the Internal Revenue Code of 1986, as evidenced by:
 - ☐ 501 (c) Certificate from the IRS.
- D. Has among its purposes the provision of decent housing that is affordable to low and moderate-income people, as evidenced by a statement in the organization's:
 - ☐ Charter, OR
 - ☐ Articles of Incorporation, OR
 - ☐ Bylaws, OR
 - ☐ Resolutions
- E. Has a clearly-defined geographic service area, as evidenced by:
 - ☐ Charter, OR
 - ☐ Articles of Incorporation, OR
 - ☐ Bylaws, OR
 - ☐ Resolution by Board of Directors

II. CAPACITY

- A. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems," as evidenced by:
- ☐ Single Audit Reports or Financial Statement Audit as appropriate
- B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:
- ☐ Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds
- C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:
- ☐ A statement that documents at least one year of experience in serving the community, OR
- ☐ For newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO, or its parent organization, must be able to show one year of service to the community prior to the date on the application. In the requested statement, the organization must describe its (or its parent organization's) history of serving the community by describing activities which it (or its parent organization) provided, such as development of new housing, rehabilitation of existing stock, managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food, relief, or child care facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.

III. ORGANIZATIONAL STRUCTURE

- A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods (51% or more of the residents are low-income), other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organizations:
- ☐ Bylaws, OR
- ☐ Charter, OR
- ☐ Articles of Incorporation, AND
- ☐ List of Current (time of application) BOD indicating which members meet the above requirements.

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state), provided the governing board contains low-income residents from each of the multi-county areas.

- B. Provides a formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, site, development, and management of all HOME-assisted affordable housing projects, as evidenced by:
- ☐ Bylaws, OR
- ☐ Resolutions, OR
- ☐ Written statement of operating procedures approved by the governing body
- C. A CHDO may be chartered by a State or local government. However, the State or local government may not appoint: (1) more than one-third of the membership of the

organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and, (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

- ☐ Bylaws, OR
- ☐ Charter, OR
- ☐ Articles of Incorporation

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO governing body. The board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

- ☐ Bylaws, OR
- ☐ Charter, OR
- ☐ Articles of Incorporation

E. Provide organizational chart current at time of application.

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. Is not controlled by, nor receives direction from, individuals or entities seeking profit from the organization, as evidenced by:

- ☐ The organization's Bylaws, OR
- ☐ A Memorandum of Understanding (MOU)

B. A CHDO may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced:

- ☐ In the for-profit organization's Bylaws, AND

(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's:

- ☐ Bylaws, OR
- ☐ Charter, OR
- ☐ Articles of Incorporation



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ORGANIZATIONS (CHDOs)

FISCAL YEAR 2015-2016

CHDO APPLICATION

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**MARICOPA HOME CONSORTIUM
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APPLICATION INSTRUCTIONS**

1. CHDO FUNDS APPLICATION ATTACHMENT CHECKLIST: (See attached form)

Complete the attached form, CHDO Funds Application Attachment Checklist, by identifying the specific attachments included with the application. Failure to include all required attachments will make the application incomplete and ineligible.

2. INFORMATION SHEET (See Attached Form)

Complete the attached form, identifying the following information for your agency.

Applicant Information

Identify the contact information for your agency. The individual listed as the contact will be the primary individual that Maricopa County staff and the Contract Administrator will work with. All correspondence will be sent to the contact person. Provide the DUNS number, a unique identification number, for your organization.

Activity Information

Identify, as completely as possible, the activity for which the CHDO HOME funds are being requested. If the specific site address is not known, identify to the fullest extent possible the location of the proposed project. Each proposed activity must address a high priority goal of each City/Town or unincorporated area listed in the service area identified (cannot be entire County).

Contract Administration

Identify the City/Town/County that will administer the contract for the proposed activity. The form should also identify the date that the required resolution will receive action.

3. STATEMENT OF WORK: (See attached form)

Complete the attached form, Statement of Work, providing all the requested information and be as specific and accurate as possible. Note that any activity information submitted with this application may be included as part of the CHDO contract.

- The Statement of Work must identify the specific service area (City/Town) and activity.
- The implementation schedule should include detailed tasks required for completion as well as estimated start and completion dates.
- The proposed budget should include only HOME eligible expenses in the request column and this amount should be the same total identified on the Information Sheet. Only cash match to be used for the activity should be included in this section. A detailed activity budget specific to the proposed activity must be attached to the Statement of Work. The detailed budget should include, at a minimum, each cost component by year.
- All sources, amounts and forms of match should be identified in the Activity Match Chart. Supporting documentation must be included to verify that the identified match is a current, permanent contribution to this activity from non-federal sources.

4. CERTIFICATION OF AUTHORIZED OFFICIALS (See attached form)

Complete the attached form, Certification of Authorized Officials, by certifying that the agency has the authority to apply for the funding, execute a contract and complete the proposed activity, and that it has the capacity to apply for the HOME funds and comply with the federal regulations.

5. ACTIVITY NARRATIVE (Limit to one page)

*In your own format, describe the proposed activity in detail indicating any issues that may impact timely implementation. **NOTE:** The activity *must* be well thought out with a defined target area. The target area may be a city/town or a region (such as the southwest county containing more than one city/town), but it cannot be the entire county. State if this is a new activity or an ongoing activity. Indicate if HOME funding has been previously used in this activity. Describe necessary site and any zoning issues. Elaborate on total funding including sources of additional funding. If this is a multi-family rental activity (over five units), describe how the Project Rule will be met.*

6. MARKET DEMAND

*In your own format, identify the criteria used to determine that there is a clear market demand for this activity. Whereas need is outlined in the CP, the need may not automatically translate into demand depending on occupancy levels, vacancy rates and waiting lists, etc. This information should be as complete and as detailed as possible. **The Consortium also requires the Market Study Certification be submitted** to obtain assurance from the City/Town in which the activity will be located, that all data contained in the Market Demand Study is correct to the extent that the local, State of Arizona, and federal recording agencies and demographic suppliers accurately record and publish the data.*

7. PRO FORMA (for rental activities)

In your own format, supply the information used to determine that rents or mortgages of the proposed units will be sufficient to pay off debt, and pay for operation and maintenance, while the units still remain affordable to the target population. Rental activities must show that they will remain feasible throughout the period of affordability by showing that all operating costs will be covered with either sufficient rental income or through the commitment of other resources. The Pro Forma must cover the period of affordability. The application will be incomplete without the initial proposed Pro Forma. It is acknowledged that a new pro forma will likely be required pending final location selection. Note: Preliminary award decisions will be based on the enclosed feasibility analysis and guiding principles. Final award amounts are contingent on complete underwriting analysis.

8. ORGANIZATION PERFORMANCE NARRATIVE

In your own format, describe your organization and its sponsors. Describe your organization's performance on past and current activities of this nature, including how your organization met its timely implementation requirement, encumbrance deadline, and reporting requirements. Finally, provide any statements documenting a history of serving the community/required beneficiaries.

9. URBAN COUNTY CITY/TOWN CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN (See attached form)

Complete the attached form, Urban County City/Town Certification of Consistency with the Consolidated Plan, for any projects proposed in the Urban County.

10. MATCH CERTIFICATION

In your own format, provide documentation of a firm commitment from each match provider listing the amount of match, form of match, and specific source. Applications with match commitments to be secured or specifically identified at a later date will not be accepted.

11. SAMPLE CONSORTIUM MEMBER (NOT URBAN COUNTY) RESOLUTION OF CERTIFICATION OF COMPLIANCE WITH THE CONSOLIDATED PLAN AND ADMINISTRATION COMMITMENT (See Attached Form)

The attached form, Sample Consortium Member Resolution, has been provided as a sample format for obtaining a resolution of support from the City/Town in which the activity will be located. For activities to be located in the City/Town of Avondale, Chandler, Gilbert, Glendale, Peoria, Scottsdale, Surprise or Tempe, the resolution of support may require City/Town Council action. Therefore, early efforts must be undertaken to schedule and complete this action. Resolutions and Market Study Certifications are due to Maricopa County by 9:30 a.m. Thursday, February 19, 2015, or the application will be deemed incomplete.

**MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
CHDO FUNDS APPLICATION CHECKLIST**

The following documents must be attached to the application. Failure to do so makes the application incomplete and ineligible. Please indicate by "X" which attachments are being submitted with your application.

☐ CHDO application – *original and 10 copies*

- ☐ Information Sheet
- ☐ Statement of Work
- ☐ Detailed Activity Budget
- ☐ Annual Operating Budget
- ☐ Certification of Authorized Officers
- ☐ Activity Narrative
- ☐ Market Demand
- ☐ Pro Forma – For All Rentals
- ☐ Organization Performance Narrative
- ☐ Letter of firm commitment from each Match provider
- ☐ Certification of Consistency for activities proposed in Urban County (is this the same as #11

above?

The following items are to be submitted on or before 2/19/15:

- Resolution certifying compliance with the Five-Year Consolidated Plan and administrative commitment for activities proposed in Consortium Town/Cities.
- Market Study Certification signed by City/Town of proposed activity.

**MARICOPA HOME CONSORTIUM
INFORMATION SHEET
FY2015-2016**

APPLICANT INFORMATION:

AGENCY NAME: _____
EXECUTIVE DIRECTOR: _____
CONTACT PERSON: _____ TITLE: _____
ADDRESS: _____
PHONE: _____ FAX: _____
E-MAIL ADDRESS: _____
DUNS #: _____ TAX ID#: _____

APPLICANT TYPE: (CHECK ONE) ☐ Owner ☐ Developer ☐ Sponsor

ACTIVITY INFORMATION:

ACTIVITY NAME: _____
ACTIVITY ADDRESS: _____
US CONGRESSIONAL DISTRICT: _____
ACTIVITY SITE ACQUIRED: ☐ Yes ☐ No

AMOUNT OF FUNDING REQUESTED:

REQUESTED HOME/CHDO AMOUNT	CASH MATCH AMOUNT	OTHER RESOURCES AMOUNT	TOTAL BUDGET

COMPLIANCE WITH CONSOLIDATED PLAN:

PRIORITY RATED IN THE CONSOLIDATED PLAN ☐ High ☐ Low

LENGTH OF PRIOR COMMITMENT TO TARGET POPULATION (in years) _____

CONTRACT ADMINISTRATION:

If funded, this contract will be administered by the City/Town/County of: _____

The proposed activity has been discussed with the potential contract administrator and a formal resolution certifying compliance with the local CP, supporting the activity and accepting administrative responsibilities including being the beneficiary listed in the Deed of Trust is anticipated for action on:

(date)

**MARICOPA HOME CONSORTIUM
STATEMENT OF WORK– PART B
FY2015-2016**

CHDO NAME: _____

ACTIVITY NAME: _____

SPECIFIC SERVICE AREA: _____

1. ACTIVITY DESCRIPTION: (in accordance with the provisions of 24 CFR Part 92.504(c)(1))

1.1 HOME funds will be used for: (indicate number of HOME assisted units in applicable category)

_____ Homebuyer Activities _____ Rental Housing _____ Multi-Family Rental (over 5 units)

For rental housing activities: HOME assisted units will be: ☐ Fixed ☐ Floating

For homeownership activities: CHDO will secure affordability period through:

☐ Resale Provisions ☐ Recapture Provisions

Activity Type: (Check one applicable category)

- | | | |
|---|---|--|
| <input type="checkbox"/> Acquisition Only | <input type="checkbox"/> Acquisition/New Construction | <input type="checkbox"/> New Construction only |
| <input type="checkbox"/> Reconstruction Only | <input type="checkbox"/> Acquisition/ Reconstruction | <input type="checkbox"/> Rehabilitation only |
| <input type="checkbox"/> Acquisition/Rehabilitation | <input type="checkbox"/> Demolition | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Other (specify) _____ | | |

Describe specific activity:

SERVICE AREA:

[Region, City, Town, etc. (cannot be entire County)]

1.2 Beneficiaries:	Total Number of Households to be served	_____
Households by Income Level:	At or below 30% of median	_____
	At or below 50% of median but above 30%	_____
	At or below 60% of median but above 50%	_____
	At or below 80% of median but above 60%	_____
	Other (Specify): _____	_____
Households by Service Group:	Elderly _____ Family _____ Handicap _____	_____
	Other (Specify) _____	_____

Beneficiaries income eligibility will be verified by:

Definition of income to be used:

--

PERFORMANCE MEASUREMENT SYTEM INFORMATION

A. OBJECTIVES AND OUTCOMES: Check appropriate box below.

OBJECTIVES	OUTCOMES		
	AVAILABILITY/ ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
DECENT HOUSING	<input type="checkbox"/> Housing Rehab or Emergency Rehab	<input type="checkbox"/> Homebuyer Activities or Rental Housing	<input type="checkbox"/> Housing Activities in a targeted revitalization area

B. LOGIC MODEL PERFORMANCE INDICATORS:

OUTPUTS				
INPUTS/RESOURCES	ACTIVITIES	PARTICIPATION	OUTCOMES	OBJECTIVES

C. PERFORMANCE REPORTING GOALS

SCHEDULED ACTIVITY COMPLETION DATE: _____

SCHEDULE OF IMPLEMENTATION:

TASKS	START DATES	COMPLETION DATES

ACTIVITY BUDGET SUMMARY:

	HOME REQUEST AMOUNT	CASH MATCH * AMOUNT	OTHER RESOURCES AMOUNT	TOTAL ACTIVITY BUDGET
Acquisition				
Demolition				
New Construction				
Reconstruction				
Rehabilitation				
Relocation				
Development Costs ^(b)				
Staff Costs ^(b)				
Services ^(b)				
Administration Costs				
Development Fees				
Other (Specify)				
TOTALS (for each column)				

^(a) Provide information if match will be in the form of cash and will be used in this project only. Do not include non-cash match in this budget.

^(b) These costs must be address specific; otherwise, these costs must be considered administrative costs.

Detailed Activity Budget – Attach a detailed activity budget specific for proposed activity. The detailed budget should include, at a minimum, each cost component by year.

ACTIVITY MATCH:

	AMOUNT	FORM OF MATCH	SPECIFIC SOURCE
TOTAL			

CHDO PROCEEDS:

Estimated CHDO Proceeds: _____

CHDO Proceeds will be expended for:

COST OVERRUNS:

Cost overruns, although not anticipated, will be handled by:

PROJECT VIABILITY:

If grant funds cannot be provided at the amount requested:

1. Are other funds available to cover the resulting shortfall in the budget?

☐ Yes ☐ No

If yes, list funding source and amount: _____

2. Can the project be scaled back? ☐ Yes ☐ No

If yes, what is the minimum amount needed to complete a viable project? Describe the scope of work for a minimum-sized project?

3. If additional funds are not available and project cannot be scaled back, describe how budget shortfall will be handled.

**MARICOPA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
CERTIFICATION OF AUTHORIZED OFFICIALS**

As the official designated by the governing body of the applicant, I hereby certify that if granted a HOME CHDO allocation, _____

(Name of Applicant)

assumes the responsibilities specified in the HOME regulations and certifies that:

- A. It possesses the legal authority to apply for the funding allocation and to execute the proposed program.
- B. It has resolved any audit problem or performance problem for prior local, state, or federal housing and community development programs.
- C. The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.
- D. It will comply with all statements and regulations governing the HOME Program including the grant conditions contained in this application.
- E. Documentation has been submitted of the governing body's authorizing the representative of the _____ (agency) to negotiate for and contractually bind the agency. (Documentation of the requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual.)
- F. It is prepared, and has the authority within its charter, by-laws or statutory authority to enter into a contractual agreement with Maricopa HOME Consortium for acceptance and use of HOME funding and makes this application and certification with full cognizance of its governing body.

Signed (Officer) _____

Printed Name _____

Title: _____

Date: _____

Attested (Officer) _____

Printed Name _____

Title: _____

Date: _____

**URBAN COUNTY CITY/TOWN
CERTIFICATION OF CONSISTENCY *
WITH THE CONSOLIDATED PLAN**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan. (Type or clearly print the following information)

Applicant Name: _____

Project Name: _____

Location of Project: _____

Name of Urban County City/Town: _____

Official of the Urban County City/Town:

Name: _____

Title: _____

Signature: _____

Date: _____

* *A jurisdiction's certification that an application is consistent with its consolidated plan means the jurisdiction's plan shows need, the proposed activities are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the plan.*

**Sample Consortium Member (NOT Urban County) Resolution of Certification of
Compliance with the Consolidated Plan and Administration Commitment**

RESOLUTION NO. _____

A RESOLUTION CERTIFYING COMPLIANCE WITH THE CONSOLIDATED PLAN AND ADMINISTRATIVE COMMITMENT BY THE CITY/TOWN COUNCIL OF THE CITY/TOWN OF _____, MARICOPA COUNTY, ARIZONA, SUPPORTING AN APPLICATION FOR FEDERAL HOME FUNDS BY _____ AN ARIZONA NON-PROFIT CORPORATION, TO THE MARICOPA HOME CONSORTIUM.

WHEREAS, _____ is a non-profit Community Housing Development Organization (CHDO) which has a history of community service in _____, and has among its purposes the provision of affordable housing for low and moderate income households; and

WHEREAS, _____ has applied to the Maricopa HOME Consortium for federal HOME Investment Partnerships Program (HOME) funding; and

WHEREAS, if funded the activity supported with HOME funds is located within our jurisdictional boundaries, the City/Town of _____ will be the administrator of the contract between _____ (name of CHDO) and the Maricopa HOME Consortium; and

WHEREAS, the activity that _____ proposes meets the priorities identified in the City/Town of _____ Consolidated Plan as approved by the City/Town.

NOW, THEREFORE, BE IT RESOLVED that the Council of City/Town of _____, Arizona, supports _____ in its application to the Maricopa HOME Consortium for federal funding and recognizes that the intended use of such funds are in conformance with the City/Town's Consolidated Plan and commits to administering the contract and approving the assignment to the City/Town of Beneficial Interests under the loan agreement, deed of trust, promissory note and restrictive covenants, between Maricopa County and _____ (name of CHDO) if the CHDO activity is funded.

PASSED AND ADOPTED by the Council of the City/Town of _____ this ____ day of _____, 20____.

City/Town of _____,
an Arizona Municipal Corporation

ATTEST:

City/Town Clerk

Mayor

APPROVED AS TO FORM:

City/Town Attorney

IMMIGRATION LAW AND REGULATIONS CERTIFICATION

The President's Executive Order 13465 of June 6, 2008 and Arizona Revised Statutes (A.R.S.) Section 41-4401, require Maricopa County to ensure that each government entity, contractor and subcontractor it conducts business with complies with federal immigration laws and regulations that relate to their employees and A.R.S. Section 23-214, Subsection. A. All governmental entities, vendors, contractors and subcontractors **MUST** certify use of the *E-Verify* system established by the Department of Homeland Security.

All applicants must certify compliance with items 1 and 2 below.

1. The government entity, organization or company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States Immigration laws. The government entity, organization or company shown below will obtain this certification from all subcontractors who will participate in the performance of this contract and maintain subcontractor certifications for inspection by the County if such inspection is requested; and
2. By the date of the delivery of the product and/or performance of services, the government entity, organization or company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the Maricopa County.

I certify that the government entity, organization or company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.

Name: _____

Date: _____

Authorized Signature: _____

Telephone Number: _____

Printed Name: _____

Title: _____

Maricopa County HOME Consortium Market Study Certification

To the best of our knowledge, all data contained in this report is correct to the extent that the local, State of Arizona, and federal recording agencies and demographic suppliers accurately record and publish this data. All projections are based on current professionally accepted methodology.

The market analyst made a physical inspection of the market area, reviewed all relevant data, conducted personal interviews with local apartment managers (where applicable), government officials, local real estate professionals, and service providers in order to establish the conclusions for this report.

Market Demand Study Prepared By: _____

(Print Name and Title)

(Organization) (Date)

(Signature)

For Official Use Only

Market Demand Study Certified By: _____

(Print Name and Title)

(City / Town Agency) (Date)

(Signature)